

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: ACCOUNTING TECHNICIAN

Posting# 6240-0415jhm

REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

STARTING SALARY: Step 28, \$17.36 per hour, \$1,389 Bi-weekly, plus benefits package
Step increase available after completing probation and annually thereafter.

OPENING DATE: April 1, 2015

CLOSING DATE: Open Until Filled

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Under general supervision of the Financial Officer, performs routine and complex accounting support duties related to the county-wide accounts payable and accounts receivable function.

DUTIES INCLUDE: Answers accounting related queries from vendors, customers, and County employees; reviews various documents generated by accounting support personnel from other departments for accuracy of receipts and/or disbursements; works with said personnel to resolve problems and to provide training in policy/procedure and system usage. Reviews requests for payment to ensure accuracy and completeness; ensures documentation submitted includes purchase orders, invoices, receipts and other pertinent information required according to current policy and procedure; enters data into the payables system and processes for payment. Reviews vendor statements to ensure that discrepancies, duplicate payments, missed invoices, etc., are resolved. Accounts Payable as well as Accounts Receivable. See full job description at

www.utahcounty.gov/jobs

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: basic arithmetic, bookkeeping, generally accepted accounting principles and practices, County policies and procedures, state and federal laws affecting work performed.

Skill in: using a personal computer for data entry and spreadsheet application; operating a 10-key calculator with speed and accuracy, and other standard office equipment.

Ability to: maintain cooperative relationships with those contacted during the course of work activities; understand broad objectives and follow general instructions; exercise independent judgment in researching and solving problems; communicate clearly both orally and in writing; research detailed information and respond to customer questions promptly; train and lead others.

REQUIREMENTS FOR EMPLOYMENT: Associate's degree in accounting or other finance related field plus two (2) years of complex financial statement reconciliation and accounts payable and/or receivable work experience. Equivalent combinations of education and experience may also be considered.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

LICENSURE/CERTIFICATIONS: Incumbents must be bondable.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.